

Approved For Release 2001/07/12 : CIA-RDP83B00823R000700030003-5

ANNEX A

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Annex A

REGULATIONS

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COMMENTS AND RECOMMENDED CHANGES

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COMPLIANCE WITH SECURITY REGULATIONS

It seems that this initial regulation in the Security series should be positive and set a broad philosophical tone for all that will follow. Instead, the opening regulation,

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~~deals with negative sanctions, i.e., the security violations program and all that entails.~~ From a public relations and employee relations standpoint, this text, while

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important for inclusion somewhere in the series, seems a poor choice for the lead-off item.

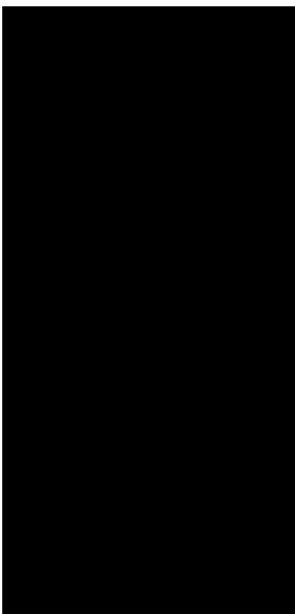
DEFINITION - It would seem appropriate to include here a definition of a security violation. In the past, violations which have been charged appear to be largely in the category of open safes and exposed classified material.

RESPONSIBILITIES - This should be rewritten to be more in consonance with the Director of Security's overall responsibility to the Agency rather than ~~dealing~~ ^{ADDRESSING} as it does, ~~on~~ two basic security problems, e.g., security violations and neglect. It might be productive to include in this section that the Director of Security is responsible for promulgating overall security policy for the Agency and assisting Responsible

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Agency Authorities in establishing security rules and procedures unique to their areas. Everything in this section dealing with security violations should be extracted and reinserted later in the regulations where the subject matter would flow more evenly.

PENALTIES FOR NONCOMPLIANCE OR VIOLATION * - The penalty system may warrant change. As it now stands, everyone is charged the same on violations regardless of the classification level of the material left exposed. An individual who leaves out a Confidential document of doubtful intrinsic sensitivity receives the same penalty as an individual who leaves out a Top Secret and sensitive document. The disparity in the weight of the penalty may need correcting.

~~In subparagraphs ^(b) (2) and (3), where substitute and lesser penalties are discussed, some confusion exists since in some cases a substitute penalty may, in reality, be a lesser penalty. Looking at this in depth, inequities can exist, e.g., a person in Headquarters may receive loss of pay and possible suspension while an individual in the field may receive a reprimand or extra~~

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~~--- duty. Defining lesser or substitute penalties and under what conditions they may be granted may be the answer.~~

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SECURITY OFFICERS

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The entire [redacted] section deals with the matter of Security Officers, career and non-career types, assigned to or designated from within elements of the Agency. In general, the spirit of [redacted] is being followed but many of the specifics are not being honored, ~~and possibly should not be in some instances, e.g., [redacted]~~ It appears that time and experience have demonstrated that the entire [redacted] section needs rewriting. The ultimate rewritten version will depend heavily upon the Director of Security's philosophy and views. It is suggested that representatives of the DD/P&M and Physical Security Division meet to discuss this section with a view to total updating.

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FOREIGN TRAVEL BY CONTRACTORS AND CONTRACTOR PERSONNEL

This paragraph was discussed with Chief, Security Staff, Office of Logistics, who advised that he is preparing comments on this paragraph.

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STORAGE OF CLASSIFIED AND CONTROLLED MATERIAL

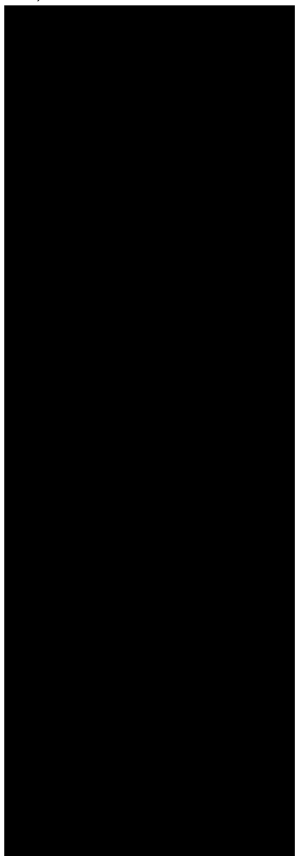
~~---~~ APPROVAL OF STORAGE EQUIPMENT AND STRUCTURES -
Add after secure areas..."special purpose vaults in Headquarters Building only"...

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MINIMUM STORAGE REQUIREMENTS - The Requirement should be changed to read "Approved vault, secure area, special purpose vault in Headquarters Building only, or safe."

The former Director of Security, Mr. Howard J. Osborn, approved open shelf storage of all classifications of material including codeword in special purpose vaults per his authorization on 13 September 1971.

MINIMUM STORAGE REQUIREMENTS - Add after secure area..."special purpose vaults in Headquarters Building only"...

UNUSUAL STORAGE REQUIREMENTS - This should be changed to read: "Depending on its classification and sensitivity, bulky classified material that cannot be stored in safes ^{MAY} ~~is to~~ be stored in a vault, secure area or special purpose vault in Headquarters Building only. If the bulk, volume, or handling of nonregistered, unclassified controlled matter presents a storage problem, the Director of Security should be consulted for guidance.

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DELIVERY AND TRANSFER OF SAFEKEEPING

EQUIPMENT - The Security Services Section of the Headquarters Security Branch reports that they are being notified approximately 80% of the time on safekeeping equipment being returned to ^{STOCK} ~~the warehouse~~. The other 20% of the time the custodian calls the Logistics Officer who assumes responsibility for the safe. It is suggested that subparagraph (1) be retained as it is now written; however, suggest that a reminder be given to all Logistics Officers that a release must be obtained from the Physical Security Division on any safekeeping equipment being returned to supply.

The provision in subparagraph (2) which requires inspection is appropriate and adequately stated. The requirement for a written certification of the successful completion of an inspection is quite good in theory but difficult to apply in practice. It is suggested that the last sentence of this subparagraph be deleted.

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SECURITY OF CLASSIFIED DOCUMENTS

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The Information Systems Security Group was tasked to rewrite [REDACTED] in its entirety. The draft provided by ISSG to Physical Security Division was reviewed and guidance provided to ISSG on methods to assure that this paragraph is consistent with the revision of [REDACTED]

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CONTROL OF AEC RESTRICTED DATA

This section hinges on security requirements as promulgated by AEC. Subparagraph c(3) titled "The Director of Security" stipulates that he will keep the OSI informed of the latest AEC security requirements. ~~Suggest running this~~

~~one by whoever in OS has this function.~~

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CONTROL OF NATIONAL SECURITY COUNCIL INFORMATION

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~~Suggest this be coordinated by whoever in OS has had this function and with the Office of General Counsel to ascertain if the Freedom of Information Act has any bearing.~~

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CONTROL OF FIREARMS

This regulation is of direct interest to Headquarters Security Branch. It is considered valid in its present form.

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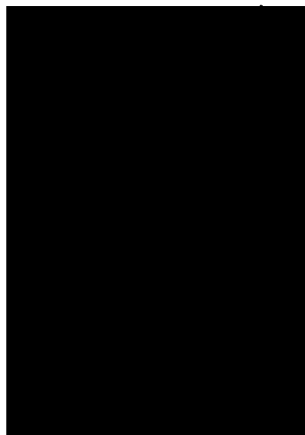
SECURITY OF AREAS, OFFICES, AND BUILDINGS

a(1)-- ACQUISITION AND REPAIR OF BUILDINGS - This procedure is being followed with excellent response from the Office of Logistics.

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GUARDS - Change the word "Guards" to "Federal Protective Officers."

ADMITTANCE TO AND DEPARTURE FROM AGENCY

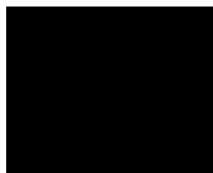
BUILDINGS - Change the expression in the first sentence "will be established" to "are established."

- The following is a recommended addition:

INSPECTION OF PACKAGES, BRIEF CASES AND OTHER

ARTICLES - The Agency reserves the right to inspect packages, brief cases and other articles being brought into or removed from Agency buildings.

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SAFETY PROGRAM

See Annex C.

CIA EMERGENCY PLANNING AND IMPLEMENTATION



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-- This involves the issuance of firearms for the Emergency Security Force. It should be deleted entirely. If not, then reconsideration should be given to the whole problem of firearms and training for the emergency force. All members of this force are not qualified and authorized to carry firearms, nor is it deemed necessary. Firearms are rarely necessary

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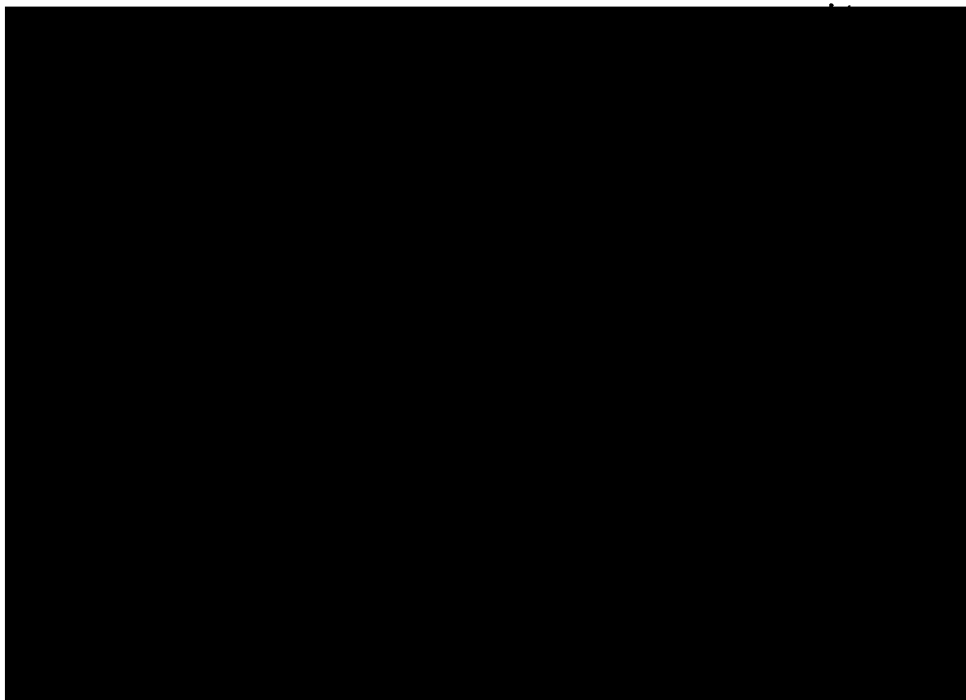


-- in the event of most common emergencies, i.e., fire, bomb threat, etc. The FPOs are armed and do possess arrest capability to cope with those emergencies requiring such action.

-- This pertains to the Command Center. The substance of this paragraph is valid. The only change required is the room number of the Command Center. It is now located in Room 1E-26.

This concerns authority and identification of the Emergency Security Force Officers. It refers specifically to the means of identifying a member of the Emergency Security

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HEADQUARTERS AREA LOGISTICAL SERVICES

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The office hours for posting collateral have been changed. Suggest hours not be listed since they will change from time to time. Extension 6161 can always supply the hours that the office will be open.

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MANAGEMENT HANDBOOK

Paragraph 8 is concerned with the method used to answer telephone calls to and within the Agency. It specifies that all such calls will be answered by name of the component chief or by component designation. ~~It is believed that at least the~~ DDO has changed this procedure back to answering all telephone

25X1A calls by the extension numbers.

DOMESTIC COURIER OPERATIONS

The existing Metropolitan area courier systems are being reorganized into one comprehensive courier system. The target date for this reorganization is 30 June 1975. It has been determined that this reorganized courier service will function under the direction of the Mail and Courier Branch, LSD/OL.

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As there are many contemplated procedural changes to be made in the near future, it is felt that the rewrite of [REDACTED] at this time ^{would be} ~~is~~ nonproductive. With the coordination of M&CB/OL, a rewrite of this handbook should be accomplished after the reorganization, *circa FEBRUARY 1975.*

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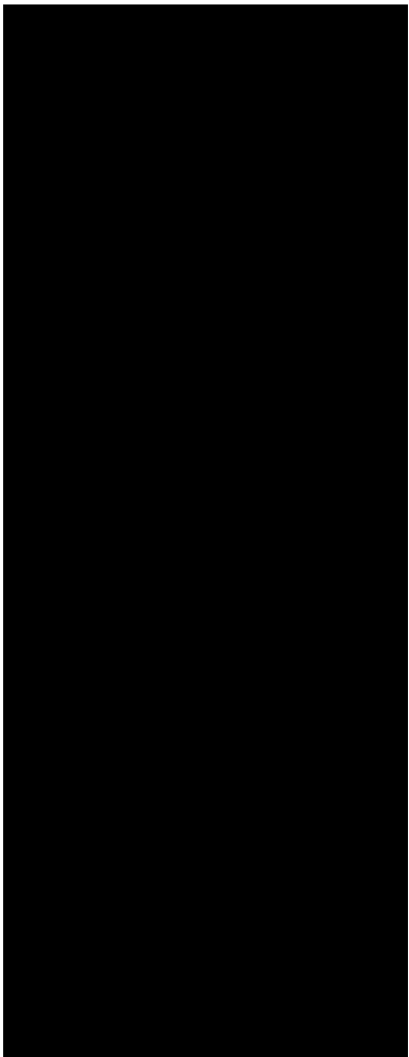
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~~CONFIDENTIAL~~ANNEX C

AGENCY REGULATORY
ISSUANCES PERTAINING TO
SAFETY

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Comments and Recommended Changes

Mission. Change to include Safety as follows: The Director of Security is charged with the preparation and execution of the Agency's security and safety programs and with the performance of security and safety inspection functions as provided below.

- In view of the advent of the Occupational Safety and Health Act and the issuance of Executive Order 11807, recommend change this section to read as follows: Establish and maintain an Occupational Safety and Health Program meeting the requirements of the Occupational Safety and Health Act.

Add reference to Safety Officers and change to read as follows: The Director of Security shall provide technical guidance and assistance to Security and Safety Officers in the performance of their security and safety functions. He shall conduct inspections to determine the adequacy of their performance with respect to security and safety at whatever time he considers necessary.

- No change necessary.

This section, in its entirety, will be rewritten in order to conform with the requirements of the Occupational Safety and Health Act of 1970 and the recently issued Executive Order 11807. Representatives of the DD/P&M have been consulted

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) - and a first rough draft of the rewrite has been completed by the Safety Branch. Further consultation with DD/P&M is anticipated prior to finalizing the revision.

c) - Change to read as follows: informing the Director of Security of the names of all emergency personnel cited in (a) and (b) above except room wardens.

Add the following as paragraph (7):
accidents involving official, [REDACTED]
[REDACTED] and personally owned vehicles
used on official business shall also be
investigated and reported as required
by [REDACTED].

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